

The regular meeting of the Upper Pottsgrove Township Fire Committee was held on Thursday, January 12, 2017. Members in attendance were Chairman Martin Schreiber, William Marsden, Don Raudenbush, France Krazalkovich, Tom Mattingly and Township Manager Carol R. Lewis.

**Approval of Minutes** – Motion by F. Krazalkovich, seconded by T. Mattingly, and unanimously carried to approve the minutes of December 8, 2016 as presented.

### **Reports**

- A. Operational Report** – There have been 237 calls year to date which is the most ever had. With regards to training ~ a lot of reports were not filled out throughout the year. D. Raudenbush will submit hours to T. Mattingly when the Fire Police are out.
- B. Membership Report** – W. Marsden reported that one new member was voted in last month; one voted in last night as well as one junior member. One member was not voted in.
- C. Treasurer’s Report** – The report was provided in the packet.
- D. Fire Fund Budget Update** – The Board discussed the truck fund and where to keep the money. M. Schreiber had talked about having everything in separate accounts. The Committee discussed investing it. Motion by F. Krazalkovich seconded by T. Mattingly and unanimously carried to recommend to the Board of Commissioner that they separate the money into a secured line item (i.e. Fire Company Reserve Fund).
- E. Fire Relief** - George Harmansky is the new President of the Volunteer Relief and the board was advised that it will take time to switch over.

### **Old Business**

- A. SOP’s**- No progress had been made. D. Raudenbush formatted but cannot make any word changes.
- B. Equipment Update** – The trailer has come in and they are waiting for the tracking to come in.
- C. Fundraising** – There is \$6,475 profit from the fund drive. \$3,200 will be moved to the truck fund. There was discussion on the property fund and use of funds.
- D. Radios** – The second payment has been made on the purchase of the new radios and we don’t have any radios as of yet.
- E. Training** – Training will be held with Sanatoga next week and Goodwill is coming to review regulations. A First Aid and CPR class will be held on February 2<sup>nd</sup>. There are currently 26 attendees signed up.
- F. Windows** – in the upstairs bathroom needs to be fixed.
- G. Drug Policy** – Need to find the hard copy of the current Drug Policy. If we don’t have one; we need to write one.

### **New Business**

- A. Policies** – There was discussion regarding the Social Media Policy. The Fire Committee will look at it and make revisions to it.
- B. By-Laws** – M. Schreiber thanked C. Lewis for her work in making corrections to the by-laws. Motion by M. Schreiber seconded by F. Krazalkovich and unanimously carried, to push the Fire Company to make revisions to the by-laws and have them submitted by March 2017. F. Krazalkovich said it needs to be a complete rewrite.

T. Mattingly advised that they have copies available to members in order make revisions. They discussion which version of the by-laws the Company will be operating under until the revisions are complete. It was decided that they will continue to use the current by-laws.

**C. Reorganization** – M. Schreiber advised that he is now the Fire Company President. They discussed the Rules of Ascension. C. Lewis advised that the Board of Commissioners needs to appoint a new representative to the Fire Committee. They discussed reorganization. Motion by F. Krazalkovich seconded by M. Schreiber and unanimously carried to call for reorganization. Motion by W. Marsden to appoint M. Schreiber, President pending approval upstairs. Motion by F. Krazalkovich to close nominations. The motion was unanimously carried. Motion by D. Raudenbush to nominate W. Marsden, Vice Chairman. Motion by F. Krazalkovich to close nomination. The motion was unanimously carried. Motion by T. Mattingly to appoint C. Lewis as Secretary. Motion by M. Schreiber to nominate F. Krazalkovich as Secretary. Motion by F. Krazalkovich to close nominations. D. Raudenbush and C. Lewis voted aye for F. Krazalkovich. T. Mattingly, W. Marsden and M. Schreiber voted for C. Lewis.

**Executive Session** – The Board adjourned at 8:03 p.m. to discuss personnel. They reconvened at 8:15 pm. At that time the Board discussed policies vs SOP's. Policies come from Administration and SOP's come from Operations. They then discussed appointments to the Committee, who they are and how it happened.

**Adjournment** – Motion by F. Krazalkovich seconded by W. Marsden and unanimously carried to adjourn the meeting at 8:26 pm.

Respectfully Submitted:

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Carol R. Lewis, Township Manager